

Human Resources Management System On-line Assignments

MCCCD hires a variety of people to provide a diverse number of services. When hiring someone to perform services for MCCCD, it is critical to determine whether he or she will provide the services as an independent contractor or as an employee. This determination is important because it has legal implications.

See Appendix A for an Independent Contractor Analysis Worksheet and Helpful Hints to determine Employee vs. Independent Contractor Assignment. The link below will also walk you through this decision making process. <http://www.maricopa.edu/legal/blc/>. Under “Professional Services Contracts vs. Employment Contracts,” click bullet item “[Independent Contractor Analysis Worksheet](#).” For additional information or support, contact Legal Services at 480-731-8811 or 480-731-8888.

For Blue Ribbon Panel Assignment policy information, go to <http://www.maricopa.edu/gvbd/policy/auxiliary.php#special>.

There are three types of forms:

Assignment – Created for a person who provides a service as an employee. For example: Adjunct Faculty, Faculty Overload, or Coaching. The amount to be paid is determined based on load hours, hourly rate and number of hours or stipend amount. The total amount will be distributed evenly across all of the pay periods that occur during the life of the Assignment.

Request for Personnel Services – Created for a person who provides services as an employee. For example: Student Worker or Temporary Hourly Employee. This is paid based on an hourly rate.

Contract for Professional Services – Created for a person who provides services as an independent contractor. Independent contractors must be licensed and bonded. For example: Construction Workers, Electrician, or Plumber.

To be paid, the contractor must submit an itemized invoice referencing a valid purchase order number. For a more detailed description of payment go to <http://www.maricopa.edu/legal/blc/psvss.htm> and click “Contract for Professional Services.”

Note: Definitions provided by MCCCD Human Resources and Compensation Department.



The instructions in this training guide will take you through creating an online Assignment.

Instructions for creating a Request for Personnel Services can be found on the TTS website at <http://www.maricopa.edu/training/pdf/CreatinganRPSManual.pdf>.

Instructions for creating a Professional Services Contract can be found on the Legal Services website at <http://www.maricopa.edu/legal/blc/cps.htm>.

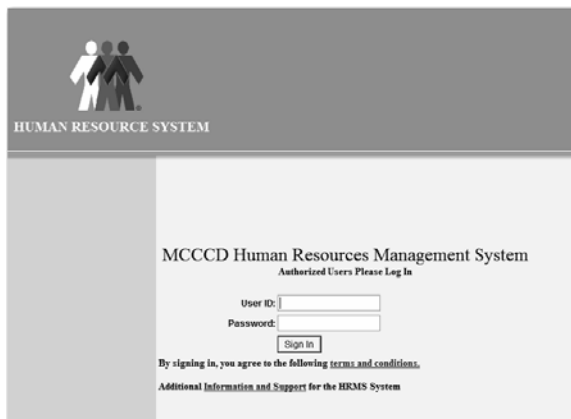
Before creating the Assignment, research the following information:

- Department ID
- Budget Account Number/s
- Employee ID (You can perform a search for this, when creating the assignment.)
- Beginning and end date of the Assignment
- Total hours for the Assignment

Important Note: Once the Assignment is approved, it cannot be modified online. Any revisions must be completed by a paper process. Contact Wage and Salary at 480-731-8602, if revisions need to be made.

Sign In to HRMS

1. Start Internet Explorer.
2. In the **Address** field, enter <http://www.maricopa.edu/hrms>, press **Enter**
3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
4. In the **Password** field, enter your MEMO password.
5. Press Enter or click the **Sign In** button.



Creating an On-line Assignment

1. From the Menu on the left, select the path:

MCCCD Custom >> MCCCD Payroll >> Use >> Job Hire Documents

- The Job Hire Documents page is displayed.

Job Hire Documents
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Document Type: = [dropdown] [dropdown]
Document Nbr: begins with [dropdown] [text]
Fiscal Year: = [dropdown] [text] [magnifying glass]
Location Code: begins with [dropdown] [text] [magnifying glass]
Department ID: begins with [dropdown] [text] [magnifying glass]
EmplID: begins with [dropdown] [text] [magnifying glass]
Name: begins with [dropdown] [text]
Originator ID: begins with [dropdown] [text] [magnifying glass]
Originator Name: begins with [dropdown] [text]
Document Status: = [dropdown] [dropdown]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

2. Click the **Add a New Value** tab at the top of the page.

Job Hire Documents

Find an Existing Value | Add a New Value

Document Type: Assignment [dropdown]
Fiscal Year: 2008 [magnifying glass]
Department ID: 700-151700 [magnifying glass]

Add

Find an Existing Value | Add a New Value

3. From the **Document Type** drop down menu, select **Assignment**.
4. In the **Fiscal Year** field, the current fiscal year is displayed.
 - If necessary, click the magnifying glass to view and select future fiscal years.
 - A future fiscal year is not available until after the new rates are reviewed and approved by the Governing Board.
 - Previous Fiscal year entries are not accepted.
5. Click in the **Department ID** field and enter the college unit number and department ID. For example: 700-151700
6. Click the **Add** button.



7. The **Job Hire Documents** tab at the top left of the page is already selected. If it is not, click on it.
 - The Assignment Form is displayed.

The screenshot shows a web-based form titled "Job Hire Documents" with a sub-tab "Additional Info". The form contains the following fields and values:

- Document Type: Assignment
- Document Nbr: NEW
- Effectively Date: 07/18/2007
- Last Updated By: Little, Heidi L.
- Fiscal Year: 2008 (range: 07/01/2007 - 06/30/2008)
- Action Date: 07/18/2007
- Location Code: 700 (District Support Services Cntr)
- Dept ID: 700-151700 (Compensation Payroll)
- *Job Type: [Searchable dropdown]
- *Job Code: [Searchable dropdown]
- *Rate: [Input field]
- Min/Max Rates: /
- Job Responsibilities: [Text area]
- Modify J.R. [Button]
- *Account # [Searchable dropdown]
- *Percent [Input field]
- Description [Text area]
- Est Budget Impact [Input field]

Enter Job Information

Enter job related information in each field. An asterisk (*) indicates a required field.

1. In the **Job Type** field enter the appropriate Job Type, or click the magnifying glass to view and select the appropriate Job Type.
 - Currently there are eight **Job Type** choices:

Job Type	Description
B	Spec Serv-Band, Choir, Theater
C	Spec Serv-Coaches
E	Spec Serv-Athletics & Fitness
I	Credit - Instructional
N	Non Credit - Instructional
T	Spec Serv-Retirees
U	Spec Serv-Miscellaneous
Y	Supervisory

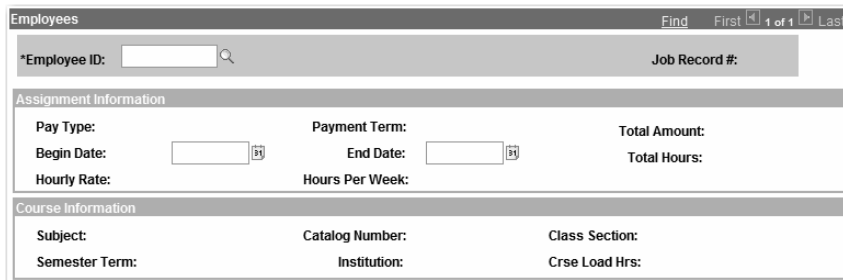
2. In the **Job Codes** field enter the appropriate Job Code, or click the magnifying glass to view and select the appropriate Job Code.
 - The list of Job Codes displayed are based on the Job Type selected.
3. Click your choice to select and populate the **Job Code** field.
4. Depending on the Job Code, the **Rate** field may automatically populate with a Pay Rate, or the Rate field may require manual entry.
5. The **Job Responsibilities** field will automatically populate based on the Job Type and Job Code selected.



6. In the **Account Number** field, enter the entire Account Number that will be used for funding. For example: 110-700-151700-51310. The object code (in this case 51310) must match the object code specified in the Job Responsibilities field.
 - Although the magnifying glass may be used to search for account numbers, these account numbers may not be valid or open within your department budget. It is recommended that you get your account numbers from your fiscal agent.
7. The **Percent** field automatically defaults to 100%.
 - If the assignment will be split between multiple accounts, click the plus (+) sign at the right to insert additional Account Number and Percent fields.
 - A maximum of four accounts can be specified.
 - The percentages entered must total 100 percent.

Enter Employee Information

1. In the **Employee ID** field, enter the Employee ID.



The screenshot shows a web form titled "Employees" with a search bar for "Employee ID" and a "Job Record #" field. Below are sections for "Assignment Information" and "Course Information".

Assignment Information		
Pay Type:	Payment Term:	Total Amount:
Begin Date: <input type="text"/>	End Date: <input type="text"/>	Total Hours:
Hourly Rate:	Hours Per Week:	

Course Information		
Subject:	Catalog Number:	Class Section:
Semester Term:	Institution:	Crse Load Hrs:

- If the Employee ID is not known, click the magnifying glass next to the Employee ID field to search, view and select the appropriate Employee ID.
 - The employee class will automatically display next to the employee name, when the Employee ID is entered and the user tabs out of the field.
2. **Pay Type** is automatically populated based on the Job Type and Job Code selected.



3. Enter **Begin and End Dates** by clicking the calendar icon next to the respective date fields and selecting the appropriate date.
 - Begin Date can be in the current pay period.
 - Begin Date can be retroactive. For example an Adjunct Faculty's immediately hire to fill a last minute faculty vacancy; Department Chairs paid based on number of faculty supervised; and those paid based on headcount.
 - Enter a comment in the **Comments** field, if Begin Date is retroactive. For example: Last minute faculty change.
 - Begin Date cannot cross a previous fiscal year.
 - End Date can cross a future fiscal year.
4. Depending on the **Job Code**, the **Total Hours** field may display for manual entry. If so, enter Total Hours to be worked for the Assignment.
 - If the **Total Hours** field is not available, the Job Code does not require a Total Hours entry.
5. The **Hours Per Week** field is automatically calculated for each Assignment, based on the Job Code selected.
 - This information is required to determine ASRS (Arizona State Retirement System) eligibility.
6. If this is a Faculty Assignment, enter appropriate course information.

Approvals Information

Approvals			
Originator:	10101131	Little, Heidi L.	
Department Head:	15012612	Ryan, Merle K.	Pending
College HR:			Pending
VP/Division Head:	<input type="text"/>		Pending
Business Mngr:			Pending
Additional Approvals			
<input type="text"/>			

1. **Originator** will automatically be populated.
2. **Department Head** will automatically be populated.



3. In **VP/Division Head** field, click the magnifying glass to view a list of approvers.
 - Additional Approval fields will automatically display, if required.
 - The approver(s) can make any modifications prior to approving, or rejecting the Assignment.
4. Click on your choice.

Additional Information

1. Click the **Additional Information** tab at the top of the page. (You may have to scroll up.)
2. Under the **Current Jobs** section, a list of Concurrent Assignments, RPS's and Board Approved jobs are displayed below the Employee ID, under the **Job Info** tab. (This feature will be available when the new Student System is live).
3. The Pay Rate tab displays a list of wage or salary per job. (This feature will be available when the new Student System is live).
4. The Course Info tab displays a list of courses the employee is currently teaching. (This feature will be available when the new Student System is live).
 - These tabs are used to check for conflicts with the Assignment.
 - If there is a conflict, refer to the Blue Ribbon Panel Policy at <http://www.maricopa.edu/gvbd/policy/auxiliary.php#special> or contact Legal Services at 480-731-8811.
5. Under the **Additional Clauses** section, additional Assignment information called a **Clause** is defined and displayed.

The screenshot displays a web application window titled "Contract Data". At the top, it shows "Document Type: Assignment" and "Document Nbr: NEW". Below this, the employee information is listed: "EmpID: 10115267", "Burns, Cindy R.", "Begin Date: 09/17/2007", and "End Date: 06/30/2008".

A section titled "Concurrent Contracts" contains a table with the following columns: "Job Type", "Begin Date", "End Date", "Loc", "Dept", "Dept Description", "Job Description", "Status", "Supervisor Name", and "BCD". One row is visible with the following data: "Bi Weekly", "700", "700-151090", "Training Services", "Office Coordinator III", "Active", and "0".

Below the table is the "Additional Contract Information" section, which includes a search bar and two clause entries:

- Seq# 1 Clause C01 Description of Activities**
Long Description: Describe the activities to be performed, and their purpose.
Comment: Description of Project
- Seq# 2 Clause C02 Deliverables**
Long Description: Specify the exact deliverables for this assignment and the work time required per week and in total over the specified period of time.
Comment: Specify deliverables here



- A **Clause** is a portion of the Assignment that states the terms of the Assignment which includes one or more of the Assignment descriptions. Clauses may include:
 1. Scope of Work
 2. Deliverables
 3. Justification for the Assignment
 4. Reporting Supervisor
 5. Disclaimers
 - The full clause description automatically populates in the **Long Description** field when the Job Type and Job Code are entered. This can be used as a guide for entering information in the **Clause Comment** field.
5. In the Clause **Comment** field, enter the scope of work.

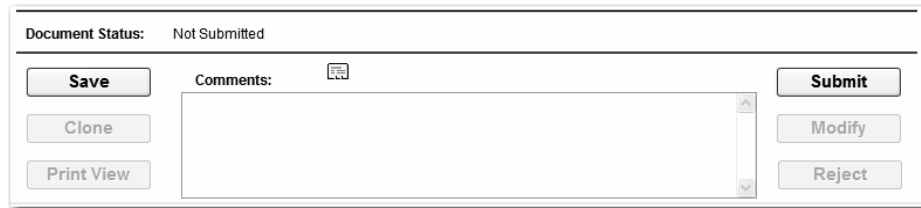
The screenshot shows a software interface for 'Concurrent Jobs'. At the top, there are tabs for 'Job Info', 'Pay Info', and 'Course Info'. Below the tabs is a table with columns: Pay Type, Begin Date, End Date, Loc, DeptID, Dept Description, Job Description, Status, Supervisor Name, and RCD. The data row shows: Bi Weekly, (blank), (blank), 700, 700-151090, Training Services, Office Coordinator III, Active, (blank), and 0. Below the table is a section titled 'Additional Clauses' with a 'Find' button and navigation controls. It shows a table with columns: Seq#, Clause, and Description of Activities. The first row has Seq# 1, Clause C01, and Description of Activities. Below this table are two text input fields: 'Long Description' with the text 'Describe the activities to be performed, and their purpose' and 'Comment' with the text 'Schedule rooms.'.

- There may be additional Clause Comment fields to complete depending on the job code selected.
- The Creator or Approvers of the Assignment may enter or edit the Clauses.
- The “Disclaimer” clause may not be edited.



Additional Comments (Optional)

1. Click the **Job Hire Documents** tab at the top of the page to enter Additional Comments. (You may have to scroll up.)
 - Scroll down to the bottom of the page to locate the **Comments field**.



Document Status: Not Submitted

Save Comments: [icon]

Clone

Print View

Submit

Modify

Reject

- Click the index card icon next to the word “**Comments.**” This creates a date and time stamp and activates the **Comments** field.
- Enter a note in the **Comments** field, for example, if the employee does not have access to HRMS to approve the Assignment on-line, a comment can be added stating a hard copy was printed and signed and is located in the department files.

Save and Submit

1. Verify the **Job Hire Documents** tab is selected at the top.
2. Scroll to the bottom of the page.



Document Status: Not Submitted

Save Comments: [icon]

Clone

Print View

Submit

Modify

Reject

3. Click the **Save** button to save the Assignment.
 - You may want to write down the document number located at the top of the screen for future reference.



4. Click the **Submit** button to forward the Assignment for approval.
 - If the employee does not have access to HRMS to approve the Assignment on-line, a hard copy may be printed and signed.
 - A Super User will electronically approve for the employee, once the paper copy is signed, and add a note in the **Comments** field stating a hard copy was printed and signed and is located in the department files.
 - Once the Assignment is approved, and a job is created, the employee can begin work.

To Print a Copy of the Assignment Created

1. Click the **Print View** button in the Approval section of the Assignment to view a print copy of the Assignment. (Not yet available).
2. Click the printer icon from your Browser to print the Assignment. (Not yet available).

To Clone an Assignment

Cloning a previously created Assignment is a time saving tool, allowing you to copy an Assignment, which can be modified to create a new Assignment.

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms>, press **Enter**.
3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
4. In the **Password** field, enter your MEMO password.
5. Press **Enter** or click the **Sign In** button.
6. From the Menu on the left, select the path:

MCCCD Custom >> MCCCD Payroll >> Use >> Job Hire Documents
7. The **Find Existing Value** tab at the top left of the page is already selected. If it is not, click on it.
8. Enter information known and click the search button; for example Employee ID, Department ID, or document number. At least two search criteria must be entered.
9. The **Job Hire Documents** tab should be selected. If it is not, click on it.



10. Scroll to the bottom of the page.

Document Status: Not Submitted

Save Comments:

Clone

Print View

Submit

Modify

Reject

11. Below the Save button click the **Clone** button.
12. Modify the Job Information as necessary.
13. In the **VP/Division Head** field, select the approver by clicking the magnifying glass and clicking on the approving VP/Division Head.
14. Click the **Additional Information** tab at the top of the page. (You may have to scroll up.)

Contract Data

Document Type: Assignment Document Nbr: NEW Box Office Coordinator

EmpID: 10115267 Burns, Cindy R. Begin Date: 09/17/2007 End Date: 06/30/2008

Concurrent Contracts

Pay Type	Begin Date	End Date	Loc	DeptID	Dept Description	Job Description	Status	Supervisor Name	RCD
Bi Weekly			700	700-151090	Training Services	Office Coordinator III	Active		0

Additional Contract Information

Seq# 1 Clause C01 Description of Activities

Long Description Describe the activities to be performed, and their purpose

Comment Description of Project

Seq# 2 Clause C02 Deliverables

Long Description Specify the exact deliverables for this assignment and the work time required per week and in total over the specified period of time

Comment Specify deliverables here

15. Enter or modify the clause information.

Contract Data

Document Type: Assignment Document Nbr: NEW

EmpID: Begin Date: End Date:

Concurrent Contracts

Pay Type	Begin Date	End Date	Loc	DeptID	Dept Description	Supervisor Name	RCD	Job Description	Empl Class	Std Plan	Comp Rate	Std	Std Rate	Select Code	Section Term	Inst	Load
							0										

Additional Contract Information

Effective Date: 07/16/2007

Seq# 1 Clause:

Long Description

Comment



16. Click the **Job Hire Documents** tab at the top.
17. Scroll to the bottom of the page.
18. Enter any additional comments by clicking the Index Card icon next to the word “**Comment**” to enter a date and time stamp and to activate the **Comments** field.
19. Click the **Save** button to save the new Assignment.
 - You may want to write down the document number located at the top of the screen, for future reference.
20. Click the **Submit** button to forward the Assignment for approval.
 - If the employee does not have access to HRMS to approve the Assignment online, a hard copy may be printed, signed and filed.

To Print a Copy of the Assignment Created

1. Click the **Print View** button in the Approval section of the Assignment to view a print copy of the Assignment. (Not yet available)
2. Click the printer icon from your Browser to print the Assignment. (Not yet available)

Sign Out of HRMS

1. At the top right corner, click **Sign Out**.
 - HRMS will automatically sign out after twenty (20) minutes of no activity.
2. From the **File** menu, select **Close** or click on the red X at the top right of your screen.

Track the Approval Process

1. Start Internet Explorer.
2. In the **Address** field, enter <http://www.maricopa.edu/hrms>, press **Enter**
3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
4. In the **Password** field, enter your MEMO password.
5. Press **Enter** or click the **Sign In** button.



- From the Menu on the left, select the path:
MCCCD Custom >> MCCCD Payroll >> Use >> Job Hire Documents
- The **Find Existing Value** tab at the top left of the page is already selected. If it is not, click on it.
- Enter information known and click the **Search** button; for example Employee ID, Department ID, or document number. At least two search criteria must be entered.
- Click the Job Hire Documents Tab and scroll down to the **Approvals** section to review approval status.

Approvals				
Originator:	10116549	Cole, Karron Sue	Submitted	08/24/2007
Department Head:	15034286	Reed, Mark B	Approved	08/24/2007
College HR:	10118893	Afek, Lindy S.	Approved	08/27/2007
VP-Division Head:	<input type="text" value="10116577"/>	<input type="text" value="Massal, Mary Lou"/>	Pending	<input type="button" value="Reassign"/>
Business Mngr:			Pending	
Document Status:	Pending VP/Division Approval		08/27/2007	

Assignment Not Approved/Rejected/Canceled

The approver(s) can make any modifications prior to approval, or reject the Assignment. The originator will be informed via e-mail whether an Assignment was approved or rejected. The originator may modify a rejected Assignment and resubmit for approval, or cancel the Assignment. The originator is the only one who can cancel the assignment.

- Start Internet Explorer.
- In the **Address** field, enter <http://www.maricopa.edu/hrms>, press **Enter**
- At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
- In the **Password** field, enter your MEMO password.
- Press **Enter** or click the **Sign In** button.
- From the Menu select **Worklist**.
- Click the **Worklist** link.
- At the Worklist page, select the appropriate Assignment link.
- Click the **Modify** button at the bottom of the Assignment.



12. Make necessary modifications.
13. Click the Comment Card icon at the bottom of the page.
14. Place your cursor in the **Comments** section and enter a comment confirming modifications.
15. **Save and Resubmit.**
16. To cancel an Assignment, press the **Cancel** button at the bottom of the Assignment.

Sign Out of HRMS

1. At the top right corner, click **Sign Out**.
2. HRMS will automatically sign out after twenty (20) minutes of no activity.
3. From the **File** menu, select **Close** or click on the red X at the top right of your screen.

Revisions

Once approved and a job is created, revisions to an Assignment will be completed manually through a paper process. Contact Wage and Salary at 480-731-8602, if revisions need to be made. This paper process will migrate to an on-line process in the future.

Were Assignment Objectives Met?

For Special Services Assignments only, after the Assignment is complete the originator or approver must go back into the Assignment to document whether or not the objectives were met. This specific clause field will be available for modification.

1. Start Internet Explorer.
2. In the **Address** field, enter <http://www.maricopa.edu/hrms>, press **Enter**
3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
4. In the **Password** field, enter your MEMO password.
5. Press **Enter** or click the **Sign In** button.
6. From the Menu on the left, select the path:

MCCCD Custom >> MCCCD Payroll >> Use >> Job Hire Documents



7. The **Find Existing Value** tab at the top left of the page is already selected. If it is not, click on it.
8. Enter information known and click the search button, for example Employee ID, Department ID, or document number. At least two search criteria must be entered.
9. Click the **Additional Information** tab at the top of the page.
10. In **Additional Information** a Clause field will be available with the option to enter whether or not the Assignment objectives were met and to enter additional comments.



Seq# 6 Clause R01 Results Of Objectives

Long Description Describe the Results Of The Objectives

Comment Objectives of the Special Services Employment were met:
___Yes ___No
Comments:

To Save

1. Verify the **Job Hire Documents** tab is selected at the top.
1. Scroll to the bottom of the page.
2. Click the **Save** button to save the Assignment.

Sign Out of HRMS

1. At the top right corner, click **Sign Out**.
 - HRMS will automatically sign out after twenty (20) minutes of no activity.
2. From the **File** menu, select **Close** or click on the red X at the top right of your screen.

Assignment Questions?

Call Alyssa Brown at 480-731-8602 or e-mail alyssa.brown@domail.maricopa.edu



APPENDIX A





MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14th Street, Tempe, AZ 85281-6942

INDEPENDENT CONTRACTOR ANALYSIS WORKSHEET

When seeking someone to perform services for MCCCCD, it is important to make the right decision about whether he or she should provide the services as an independent contractor or as an employee. That decision is key because it has legal implications.

For instance, the U.S. Internal Revenue Service has rules and standards that establish whether someone should be an employee, thus requiring the employer to deduct and pay Social Security and income tax from compensation to the individual. If a person has been made an employee, including through a special services or a request for personal services arrangement with MCCCCD, there are legal hurdles that make it difficult for him or her to provide services as an independent contractor. See the discussion of contracting with current or former employees at:

http://www.dist.maricopa.edu/legal/blc/coi_contractempl.htm

So, this form helps you to make the right decision as you undertake the process of asking someone to provide services to MCCCCD – employment (paid through payroll such as special services or request for personal services) or independent contractor (paid through accounts payable such as a professional services contract or a limited purchase order). Please note that, if you are related to the person being hired, you need to complete a Disclosure of Substantial Interest form (<http://www.dist.maricopa.edu/purchasing/conflict.pdf>) and let someone else make the hiring decision. See also the discussion of conflicts of interest laws (http://www.dist.maricopa.edu/legal/blc/coi_statutes.htm).

If the person is providing the services as one of the following, he or she should be considered an independent contractor (unless he or she is already an employee), and you probably don't need to complete this worksheet:

- a corporation or other business entity with a federal tax employer identification number
- a guest lecturer visiting a campus or the District for less than two weeks
- a performer giving a limited number of performances

Specific Services Requested: **(Describe all the types of service requested.)**

There are many factors which applicable law may use to determine whether an employee-employer relationship exists. Here are some factors that characterize an independent contractor, but not one of them is conclusive. A "yes" answer indicates that the person is more likely to be an independent contract. A "no" answer suggests that the person is more likely to be an employee. Keep in mind, however, that this worksheet is not a scoreboard and that a 5-4 tally does not necessarily give you a firm answer. For example, two to three strong "yes" answers may override several weak "no" answers or vice versa.



- *If you determine that you or the person you are hiring is not an independent contractor, complete the paperwork necessary to employ the person through payroll.*
- *If you determine that you or the person you are hiring is an independent contractor, contact your fiscal agent about the procedures for contracting for services with an independent contractor.*

For questions about these matters, please contact Ken Meek at 480-731-8945.

Does or will the person:

- Currently provide similar services to other clients or businesses? Yes No
 - ❖ Employees generally have only one employer. Independent contractors usually have multiple clients or customers and are free from control by any one client.
- Receive little or no direction or supervision from the District? Yes No
 - ❖ Independent contractors usually have the right to decide how to do their work, and the order or sequence in which they work. Employees are generally given oral or written instructions about when, where and how to work, and may be required to perform their work in a sequence established by their employer.
- Have an established business, at risk for profit or loss? Yes No
 - ❖ Independent contractors take the risk of earning a profit or suffering a financial loss from the work they perform in their business. Employees are usually are paid only for time worked, and generally are reimbursed for any expenses.
- Provide his or her own stationary, telephone, clerical services, equipment, or other supplies? Yes No
 - ❖ Independent contractors furnish their own equipment and supplies. Employers generally supply their employees with the equipment and supplies necessary to perform the work.
- Perform the services where he or she chooses? Yes No
 - ❖ Independent contractors are generally not required to work on their clients' premises. Employees usually work where their employers tell them to work.



- Determine the manner or means to use in delivering the services? Yes No
 - ❖ Independent contractors may hire and supervise others to do the work they contract. Employees are required to personally perform the services.

- Set their own priorities on time, effort, and hours of work? Yes No
 - ❖ Independent contractors are generally free to work the hours they choose and set their own work hours. Employers generally establish work hours for employees, and may require employees to work overtime.

- Have insurance for work-related injuries? Yes No
 - ❖ Independent contractors with more than one employee are required to have insurance for injuries on the job. Employees are supplied that coverage by their employers.

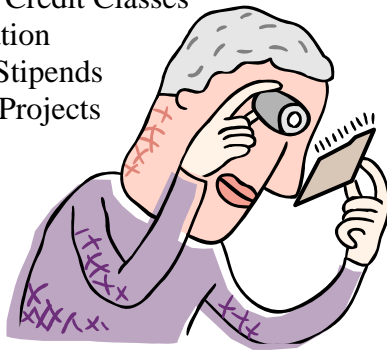
- Have liability insurance covering his or her business? Yes No
 - ❖ Independent contractors purchase their own liability insurance to cover them for any claims or lawsuits arising out of their activities. Employees acting within their job descriptions are insured for their actions by the employer's liability policy.



Helpful Hints to Determine Employee VS Independent Contractor

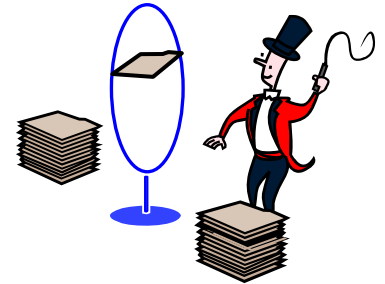
Current Employee with Additional Assignments

Employee	Independent Contractor
Curriculum Development Program Assessment Teaching Non Credit Classes Group Facilitation Honorariums/Stipends Additional IT Projects	Officiating at Sports events unless related to regular job at MCCCCD Performers (Musicians, Comedians, etc.) MCCCCD employee has a side business performing services dissimilar to those performed in their MCCCCD employment. They run their business outside their MCCCCD hours of accountability & they have other clients besides MCCCCD. Disclosure of conflict of interest & other procurement regulation required.



Individual Not Employed with MCCCCD

Employee	Independent Contractor
Adjunct Faculty Curriculum Development (unless business entity)* Program Assessment (unless business entity)* Group Facilitation (unless business entity)* IT Projects (unless business entity)*	Corporations/ Business entities * One time guest speaker/lecturer Sports Official Performers (Musicians, Comedians, etc.)

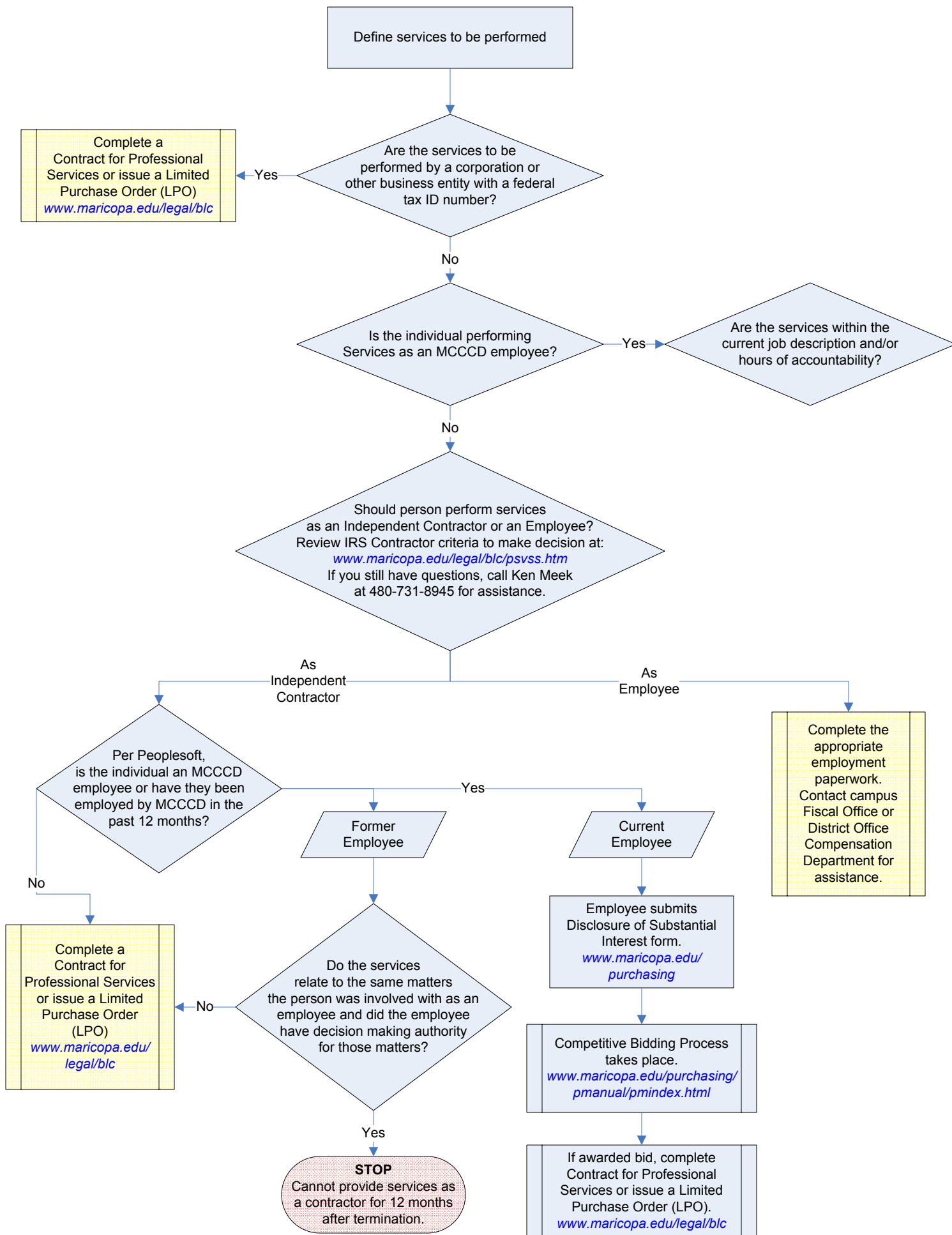


* Services performed by a corporation or business entity with a federal tax ID.

If in doubt, use following decision matrix
 If still in doubt, call Ken Meek 480-731-8945

For insurance levels needed when hiring independent contractors, check college/DO Fiscal Office.





* Conflict of Interest laws still apply if an employee owns or is employed by the corporation or other business entity.